

# Community Facility Manager



**Job Code:** 3290  
**Grade:** 130  
**Reports to:** Department/Division Director  
**Salary Range:** \$54,804 - \$85,294  
**FLSA Status:** Exempt

---

## **GENERAL STATEMENT OF DUTIES**

Performs difficult professional work planning, organizing, and directing community facility programs and staff; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for ensuring safe, quality programs and facilities are made accessible to the general public; and has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction, and/or renovation of facilities, as needed. Employee works with a high degree of independence and initiative, however, confers with the Department Head on matters of concern. Work is performed under general supervision. Supervision is exercised over facility and program staff.

## **ESSENTIAL FUNCTIONS**

Planning, organizing, and supervising recreation center, senior center, or community facility activities, programs, staff, and events; enforcing rules; scheduling activities; maintaining records and files; preparing reports.

## **EXAMPLES OF WORK**

- Plans, organizes, and directs a variety of youth, social, business, senior, or community programs, services, activities, and staff.
- Supervises participants utilizing the facility and grounds; enforces policies; maintains order; plans, directs, and supervises programs.
- Schedules facility workers for special events and programs.
- Oversees hiring, training, and evaluating employees and volunteers.
- Prepares facilities for workshops, classes, social and business functions, and special events.
- Supervises activities at the facility; sets up athletic, sports, functions, and class equipment.
- Inspects equipment for condition and safety. Issues facility equipment and maintains proper inventories.
- Supervises custodial and maintenance contracts and activities.
- Assists program supervisors in program execution, assists participants in athletic training and in other classes; helps recruit temporary workers and volunteers.
- Schedules meetings and activities; hires officials, scorekeepers, time keepers, cashiers, and related part-time employees.
- Ensures facility users adhere to policies and procedures.
- Prepares and maintains appropriate files and records; develops, implements, and monitors facility budget.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the operation of a major recreation or community facility.
- Thorough knowledge of youth, senior, or community programs and related rules and regulations.
- Thorough knowledge of the principles and practices of facility planning, programming, and operations.

- Ability to maintain order in a public facility.
- Ability to establish and maintain effective working relationships with participants, associates, and the general public.
- Ability to plan and supervise the work of others.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services, Management, Public Administration, or a related field. Five (5) to seven (7) years of experience in facility management, recreation services, or recreation programming capacity, to include two (2) years in a supervisory capacity, with broad exposure to the managerial and administration aspects of the work; or any equivalent combination of education, training, and experience.

**WORK HOURS**

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

**WORK CONDITIONS**

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects,
- Work requires climbing, balancing, reaching, lifting, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside environmental conditions.
- 

**SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Community Facility Manager position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

---

Employee Signature

---

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

---

City of Gaithersburg  
31 South Summit Avenue  
Gaithersburg, MD 20877  
[www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

Human Resources Department  
Phone: 301-258-6327  
Fax: 301-258-6414  
[hr@gaithersburgmd.gov](mailto:hr@gaithersburgmd.gov)